

**HAMPDEN COUNTY RECC
REGIONAL 911 EMERGENCY COMMUNICATION DISTRICT PLANNING COMMITTEE
GOVERNANCE AND FINANCE SUBCOMMITTEE**

OCT. 27, 2016

10:30 AM

LONGMEADOW POLICE STATION

34 WILLIAMS ST. LONGMEADOW, MASSACHUSETTS 01106

APPROVED MINUTES

The meeting was called to order at 10:30 PM. The members of the subcommittee present included Stephen Crane, Ellie Vilano, Nick Breault, and Paul Federici. John Flynn and Karl Stinehart were unable to attend. Michael Gardner from the Carell Group served as staff facilitator and took the minutes.

The draft Agenda was approved, with a modification to note that it was the minutes of the Sept. 20, 2016 meeting that were under consideration. The minutes from the prior meeting of September 20, 2016 could not be approved, due to a lack of sufficient members from that meeting being present.

It was noted that Southwick's participation in the grant as well as the DPC had been approved by the Commonwealth.

Stephen Crane presented a draft Mission Statement for the DPC. After discussion and modification it was approved for recommendation to the DPC at its meeting scheduled for Oct. 28, 2016. The recommended Mission Statement reads:

The mission of the Hampden RECC DPC is to develop and implement a governance structure and operational systems for a regional dispatch that meets the needs of all member communities today and in the future. The DPC member communities share a goal of enhanced and cost effective emergency dispatch services.

The subcommittee considered the partial draft of the District Agreement that had been further developed for this meeting. The position of Treasurer for the Dispatch District was discussed. It was generally agreed that there appeared to be no policy difficulty with having an experienced financial official from one of the communities act as Treasurer, and that having someone experienced with municipal budgets would be advantageous. Ensuring there was no technical issue with the state's conflict of interest statute was a matter to be researched and addressed. It was generally agreed that it should be the Board of Directors who selects the Treasurer.

It was noted that the draft District Agreement (DA) makes provision for outside auditors, while preserving the Board of Directors' right to call for its own review of the books as well.

It was recommended that the DA should specify a limited choice of options for purchase of health insurance for RECC employees, such as the GIC and Scantic Valley Trust, as well as MIIA options for Property and Casualty and Workers' Compensation insurance. The budget approval timetable and process for the RECC was discussed, with the recommendation that the Board be involved in budget development and approval early, with a goal of final approval by the Financial Advisory Committee by mid-January prior to the next fiscal year.

Concern was raised that additional language was required to ensure that participating communities were not guarantors of the RECC should it default on any debt issuance.

It was requested that a short list of outstanding issues be prepared by the Carell Group for presentation at the DPC meeting scheduled for Oct. 28, 2016.

It was generally agreed that the DA should operate on a 5 year renewable term, without a stated 25 year or other ending date. It was requested that language be added to ensure that the Board would be obligated to review the DA and RECC operations in a timely way in order to consider possible amendments to the DA prior to expiration of any five year term.

Procedures for withdrawing or terminating participation in the DA with a minimum of 180 days' notice prior to the end of the term were favorably discussed. Concern was raised about any legal problems with maintaining a contractual relationship like the DA into perpetuity, and a review of the water/sewer contract was suggested.

Who should have the authority to designate alternates for specific meeting of the Board of Directors and Operations Committee was discussed, with the general view that the Board of Selectmen should probably appoint the alternates for the Board, and the Chiefs appoint the alternates for the Operations Committee.

It was generally agreed that the Board would set its own rules for a quorum, or provision for decision making under emergency conditions, but that a vote of a majority of total Board members of the District would be required to approve any binding actions of the District.

Retaining the italicized comments/alternative language in the current draft DA was requested.

Cost sharing alternatives were discussed generally but no decisions reached.

The Carell Group representative reminded the participants of the July request for budge/cost information about the operation of each Town's dispatch operation, but that only two towns had yet provided any data. Others promised to supply the data shortly.

The next meeting of the subcommittee was reconfirmed for Nov. 29, 2016 at 12 PM at Ludlow Town Hall. The meeting adjourned at 12:25 PM.